



Vernon County How Do I Guide

System Practices

Job Function	County Information
Intake	<ul style="list-style-type: none"> The Information and Referral functionality will not be used. When populating the Person Search page, if the person's name is not known, the worker should enter "Unknown" as the First Name and Last Name. For PS Reports, Female Head of Household is the reference person and referral name. The Response Time Matrix from the PS Report will not be used. The Response Priority Tree document on the PS Report will not be used. For Services Intakes (Child Welfare, Delinquency and JIPS), Female Head of Household is the reference person, Child Receiving Services is the referral name.
Initial Assessment	<ul style="list-style-type: none"> The Clinical model of Assessment will be used. Case Notes will be used to document Assessment Contacts and Initial Face-to-Face Contacts. The Safety Analysis Plan will be completed. The Assessment Extension function will not be used.
Court/Out of Home Placement	<ul style="list-style-type: none"> The CPS Placement Request function will not be used. The Foster Care Rate Setting form in eWiSACWIS will be used. The Information to Foster Parents Part A and/or B forms will be used. The Out of Home Safety Plan will be used. The Permanency Plan and Permanency Plan Review pages and templates will be used. The Kinship Care Agreement Forms will be used.
Case Maintenance	<ul style="list-style-type: none"> Complete the <i>Medical Profile</i> page for placement episodes only. Complete the <i>Education</i> page for placement episodes only. Complete the <i>Assets/Employment</i> page for placement episodes only The <i>Register Unmet Needs</i> page will not be used.
Kinship Care	<ul style="list-style-type: none"> Kinship caregivers need to be included on <i>Services Intakes</i>. Kinship Child is the reference person and referral name for voluntary kinship referrals/cases. Biological Family is used for the case structure and reference person for court ordered kinship.
Juvenile Justice	<ul style="list-style-type: none"> Non-placement related Juvenile Justice cases will not be entered. Information for all Legal Actions, Legal Documents, and Legal Statutes will be entered.
Provider Management	<ul style="list-style-type: none"> The <i>Foster Family Assessment</i> form will be used. The <i>eWiSACWIS Foster Care License</i> will be used. Provider Notes will be entered into eWiSACWIS.
Ongoing	<ul style="list-style-type: none"> The Family Assessment, Case Plans and Case Progress Evaluation pages and templates will be used.
Financial	<ul style="list-style-type: none"> Eligibility will be performed by Maximus Record trust accounts in eWiSACWIS.
Templates	<ul style="list-style-type: none"> When completing work within eWiSACWIS access templates prior to approval. Once work is approved, templates that have not been previously accessed for that work cannot be opened.

Ticklers

Tickler Name	How is it created?	How is it removed?	When does it display on my Ticklers expando?
AFCARS Exceptions	On open cases where the child is currently in placement (or was in placement previously and whose case is still open for services) and AFCARS data is missing, incorrect or otherwise inconsistent with AFCARS reporting expectations. AFCARS ticklers are generated nightly.	When the missing AFCARS data is entered into the AFCARS Foster Care Exception page or other designated page. Ticklers will not be deleted until all AFCARS errors that produce a tickler are resolved.	The AFCARS Exception tickler will display on the worker's Tickler desktop on the same date the error was reported. Workers will be unable to close eWiSACWIS cases until the tickler is resolved.
Assessment Due	When the Protective Services Report is linked to an existing case or used to create a case.	When the supervisor approves the assessment.	The Assessment is due 60 days from the date the PS Report is screened in by the supervisor. This tickler will display on the worker's Tickler expando 14 days before the Date Due.
Case Progress Evaluation	The Case Progress Evaluation tickler is created when the supervisor approves the Case Plan. However dates are set based on the first specific goal entered into the Case Plan.	The tickler is reset, if any specific goals are open, when a Case Progress Evaluation has been completed and has received supervisory approval. The tickler is deleted when the case is closed or transferred to the adoption unit.	The Case Progress Evaluation is due 90 days from the date the first Specific Goal was entered for any case participant on the Case Plan. This tickler will display on the worker's Tickler expando 30 days before the Date Due.



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Complete Initial Title IV-E Eligibility Determination	When an Initial Title IV-E Eligibility Determination is referred to the eligibility specialist. (i.e. From the Basic tab of the Eligibility page, the Options > Refer for Eligibility option is selected).	When an Initial Title IV-E Eligibility Determination is completed	Initial Title IV-E Eligibility Determination is due 12 days after the referral. The tickler will display on the Worker's Tickler expando on the Creation Date.
Title IV-E Eligibility Redetermination Due	When the Eligibility worker completes an Initial Determination or Redetermination.	When the Eligibility worker completes a Redetermination.	Title IV-E Eligibility Redetermination is due 1 year after the Initial Determination or Redetermination. The tickler will display on the worker's Tickler expando 30 Days before Date Due.
Court Report Due	When a date is entered into the Report Due field on the Legal Status page and the verified checkbox is checked.	When a date is entered in the Report Submitted field on the Legal Status page.	The Court Report is due based on the date entered in the Report Due Date field in the Legal Status page. This tickler will display on the worker's Tickler expando 90 days before the Date Due.
Eligibility Change	<p>When no other Eligibility Change tickler exists for this child, and a change occurs that could impact a child's Title IV-E eligibility. These events include: a change in deprivation, assets, employment, graduation date, provider license status, provider not-for-profit status, legal custody; or when a child turns 18 or is discharged from all placements. Ticklers are generated for all children in a family for changes in assets and employment information.</p> <p>Also, when the legal custody of the child changes between legal status code values that give the child's custody to the Department and values that are non-department custody, the tickler will be created if there is an eligibility redetermination done before the legal status is done.</p>	When a Title IV-E Eligibility Determination or Redetermination is completed.	Eligibility change is based on the same date that any changes that could impact a child's Title IV-E eligibility. The tickler will display on the worker's Tickler expando on the same day changes occur.
Home License About To Expire	When a home provider license is created.	When the status of the license is changed to Renewed, Revoked, Closed or Expired.	The Home Provider License expiration date is based on the date entered in the Effective To Date on the Home Provider License page. This tickler will display on the worker's Tickler expando 120 days before the expiration date.
Medicaid Certification Due	When an initial certification is entered in the system.	When the new certification is entered for the child.	The Medicaid certification due date 1 year after the Certification was completed. This tickler will display on the worker's Tickler expando 30 Days before the date due.



WiSACWIS Help Desk (866) 335-2180

WiSACWIS Knowledge Web

http://apps3.dhfs.state.wi.us/wisacwis/knowledge_web/index.htm